

TRAVEL GUIDELINES FOR COURT REPORTERS

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PART 7.1 Introduction.

1. These guidelines are to be used for general guidance for court reporter travel. Travel regulations contained in Volume 1, Chapter 6, Part C, of the Guide (hereafter referred to as "Supporting Personnel Regulation") are the governing regulations should any discrepancies occur.

The court which is visited by a judge has the responsibility to provide reportorial services, preferably from its normal complement of reporters, or through a contractor. In some circumstances, however, it is less expensive for the visiting judge to take a reporter on assignment because the travel costs, including transportation and subsistence, are less expensive than obtaining contractual services in the visited court.

If it is in fact less expensive to have reporters travel, the government pays travel and subsistence expenses when the reporter is required to be away from the official station on official business just as it does for other court employees. Authorization for such travel can be approved only when it is performed at the direction of a judge or a court through the court reporting supervisor and is for the purpose of recording court proceedings.

PART 7.2 Judicial Conference Policy

"On assignments to either a circuit or district court, judges may take either a law clerk or a secretary; reimbursement for additional supporting personnel is not permitted. The court to which a judge is assigned is expected to furnish any additional supporting personnel needs." (Report of the Proceedings of the Judicial Conference of the United States, September 1981, page 100.)

PART 7.3 Request for Travel Authorization.

The clerk of the district court is given an annual allotment for travel which includes that to be performed by official staff, temporary, and combined position court reporters and electronic court recorder operators incident to providing services for sessions of court for judges, magistrate judges, and other judicial officers within the geographic boundaries of the district.

If additional travel funds are required for a court reporter to travel outside the district to accompany a judge for the purpose of recording court proceedings, the clerk of court may request additional funding from the District Court Administration Division. The request should be submitted in advance in writing along with a certification from the host court of its inability to provide court reporter services. If funds are available, a travel authorization and associated funding will be provided.

Court reporters may not claim reimbursement for travel expenses incurred in assisting another reporter incident to the production of daily or expedited transcripts or the handling of backlogs (Supporting Personnel Regulations).

PART 7.4 Approval by Court Reporting Supervisor.

It is the responsibility of the court reporting supervisor to approve and schedule travel by court reporters. Since the clerk of court is the disbursing officer, it is recommended that the court reporting supervisor or a judicial officer approve the reporter's travel voucher.

PART 7.5 Travel by Temporary and Substitute Court Reporters.

Temporary and substitute court reporters may travel under the same circumstances as official reporters and are allowed reimbursement for travel expenses when traveling away from their official duty stations. Travel reimbursement is not to be in excess of the amount which would have been allowed to an official staff, or combined position court reporter.

PART 7.6 Travel by Contract Court Reporters.

Travel allowances for contract court reporters shall be paid only when specifically included within the contract. Subsistence allowances must be claimed on an actual expenses (itemized) basis. Allowances may not exceed these regulations in the absence of specific provisions within the contract. Contractual restrictions shall have precedence over these regulations. Each trip shall be authorized in a manner that provides for verification and documentation to assure that travel is only for officially approved purposes and within the scope of the contract. When overnight lodging is required, subsistence and travel expenses should be recorded on a form SF 1012 and attached to the form AO 336. Contract court reporter funds are used to pay for this travel, not official court reporter travel funds.

PART 7.7 Travel by *Per Diem* Court Reporters.

Travel expenses for *per diem* court reporters are paid from contract court reporter funds. When overnight lodging is required, subsistence and travel expenses should be recorded on a form SF 1012 and attached to the form AO 336. If entitled to subsistence and travel, the reporter shall be paid in accordance with Supporting Personnel Regulations.

PART 7.8 Advance of Funds.

7.8.1 Request.

Court reporters, other than contract or *per diem* court reporters, may be advanced funds sufficient to meet prospective expenses of travel and subsistence in connection with official

travel under the same provisions as other court employees. When such advances are desired, the following forms must be prepared:

7.8.1.a Standard Form 1038, Advance of Funds Application and Account (SF 1038).

This form should be prepared in triplicate for each advance and signed by the court reporting supervisor. The original and one copy should be forwarded to the clerk of court (See Supporting Personnel Regulations.)

7.8.1.b Standard Form 1012, Travel Voucher (SF 1012). Upon completion of travel, this form is to be prepared in the name of the court reporter. The original and one copy should be attached to the SF 1038 and forwarded to the clerk of court for reimbursement.

7.8.2 Outstanding Advances.

Once the travel has been completed, the SF 1012 should be prepared with reference to outstanding travel advances. The full amount of an advance shall be liquidated immediately upon the completion of a trip.

7.8.3 Excess Advances.

In the event the advance exceeds the reimbursable amount, the difference shall be paid by check drawn to the order of the clerk of court at the time of submission of the travel voucher.